



☐ BANK ☐ REFUND
☐ CREDIT

☐ CREDIT INSTITUTION

☐ SAVINGS & LOAN

☐ CREDIT UNION

3. Amount to be credited or refunded

2		
3		

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DATE

I certify that an examination of the records of the Department of Revenue, shows the following facts related to this claim:

REPRESENTATIVE, MISSOURI DEPARTMENT OF REVENUE

1. AMOUNT CLAIMED	1	\$	
2. AMOUNT ALLOWED	2	\$	
3. AMOUNT REJECTED	3	\$	

INSTRUCTIONS

- 1. The claim must set forth in detail each ground upon which it is made, and facts sufficient to apprise the Director of Revenue of the exact basis thereof.
- 2. The claim should be sworn to by the taxpayer, if possible. Whenever it is necessary to have the claim executed by an attorney or agent, on behalf of the taxpayer, an authenticated copy of the document specifically authorizing such agent or attorney to sign the claim on behalf of the taxpayer shall accompany the claim.
- 3. Where the taxpayer is a corporation, the claim shall be signed with the corporate name, followed by the signature and title of the officer having authority to sign for the corporation.